

Workstation Self-Assessment Checklist

This checklist is designed to assist you to be more comfortable at your workstation. Use this checklist to help make the correct adjustments to the equipment and furniture at your workstation. You may need to ask your Line Manager or fellow staff member for help in checking your posture and the relative positioning of your arms and legs whilst you make any adjustments.

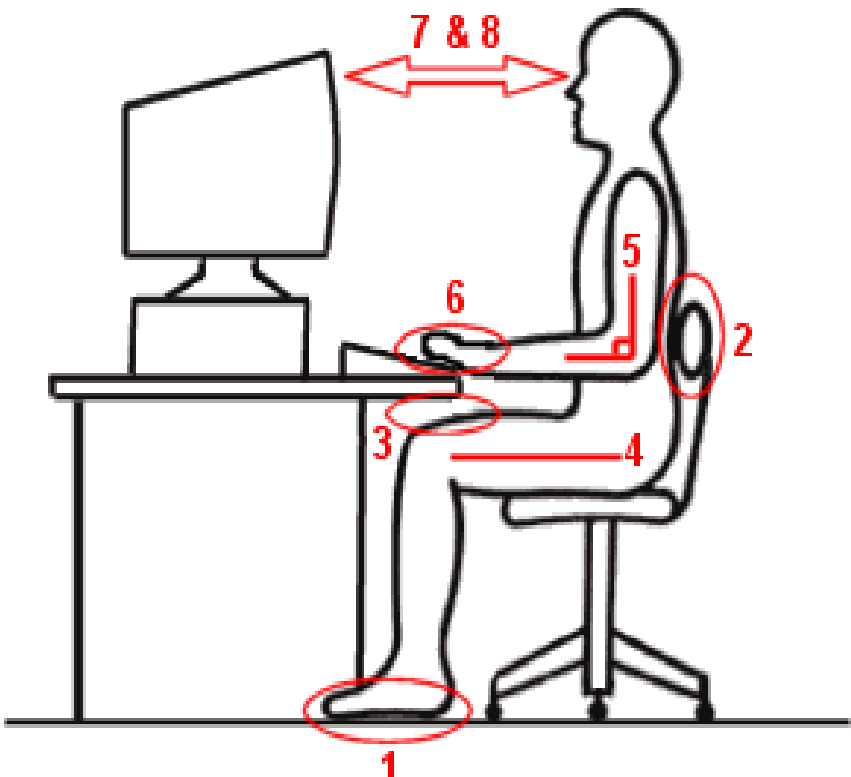
This checklist should be used:

- When you commence work as part of your induction
- On relocation to another office temporarily or permanently
- If you feel uncomfortable or experience pain when sitting at your workstation

If you have sustained an injury or developed a medical condition e.g. arthritis and there is a possibility that the medical condition or injury is likely to impact on comfort at your work station; please contact the OHS Consultant to discuss the need to assess your workstation and systems of work.

Name:		Date of self-assessment:	
Division / Department		Location (room):	

Please refer to the diagram below as you work through the self assessment



Key Features

1. Feet flat on floor
2. Backrest supporting lumbar area
3. Sufficient leg room under desk
4. Thighs parallel to the floor
5. Upper arm at right angle to lower arm
6. Neutral wrist position
7. Top of monitor at or slightly below eye level
8. Monitor at arm's length distance

Source: <http://www.ehs.uts.edu.au/hazardguidelines/workstationsetup.html#overview>

Chair & Posture	Instructions	Acceptable Y/N	Comments/Further Action
Chair	<p>Check how the mechanisms on your chair work so you can adjust it to suit you and your workstation.</p> <ul style="list-style-type: none"> ▪ seat height ▪ back rest height ▪ back rest angle ▪ seat tilt (if applicable) 		
Seat height	<p><i>Check the elbow and knee angles in the diagram!</i></p> <p>Adjust seat height so that the work surface / keyboard is slightly below elbow height when the shoulders are relaxed and the elbows are at approximately right angles. <i>Refer 5 & 6 on diagram above.</i></p> <p>Check that the feet are flat on the floor, knees are bent at right angles and thighs are parallel to the floor or tilted slightly forward. <i>Refer 1 & 4 on diagram above.</i></p> <p>If you do not have adequate foot support:</p> <ul style="list-style-type: none"> ▪ Adjustable height desk – lower the desk height to rest your feet on the floor ▪ Fixed height desk – use a footrest to provide foot support 		
Backrest	<p>Adjust backrest (vertically) so that the lumbar support fits in the lumbar curve of your lower back. <i>Refer 2 on diagram above.</i></p> <p>Adjust backrest (horizontally) so there is a couple of fingers' space between the front edge of seat and the backs of your knees.</p>		
Seat tilt (if applicable)	<p>Adjust seat tilt so that your hips and the tops of your thighs are at right angles (or slightly greater). Not all chairs have a tilt adjustment - this is OK as long as you can maintain a right angle (or slightly greater) between your thighs and hips. <i>Refer 4 on diagram above.</i></p> <p>This helps to ensure there is no undue pressure on the back of your thighs.</p>		
Armrest position	<p>Armrests are not recommended for keyboard work but may provide support during other activities (eg. telephone use, meetings, etc.).</p> <p>If the chair has armrests and these are interfering with access to the desk you should arrange for their removal. (This can be done through F&S at a cost).</p>		
Sitting posture	<p>An upright or slightly reclined posture is recommended – ensure the backrest supports your lower back.</p>		

Laptop Computers	Instructions	Acceptable Y/N	Comments/Further Action
Note!	<p>Laptop computers are not designed for extended use.</p> <p>Adverse effects of using a laptop may be prevented by:</p> <ul style="list-style-type: none"> docking the laptop or notebook into a desktop computer at an adjustable workstation; connecting into existing computing equipment, such as the screen, keyboard and mouse. <p><i>If you are using a laptop as your primary computer and do not have access to this equipment – please discuss this with your Line Manager.</i></p>		
Workstation setup	If you have the ancillary equipment listed above – please work through the self assessment.		

Desk, keyboard & mouse	Instructions	Acceptable Y/N	Comments/Further Action
Keyboard shelf height (if applicable)	<p>If your workstation has an adjustable height keyboard shelf - adjust keyboard shelf height so arms and forearms are at right angles or slightly greater, and the forearms, wrists and hands are in a straight, neutral posture. <i>Refer 5 & 6 on diagram above.</i></p> <p><i>If the adjustable height keyboard shelf is too small for both keyboard and mouse, bring the keyboard shelf up flush with the desk surface. This may then require you to increase your chair height – see Chair & Posture section above.</i></p>		
Leg clearance at workstation	<p>Space under the desk should be sufficient to allow free leg movement without obstruction. <i>Refer 3 on diagram above.</i></p> <p>Depth should allow a proper sitting position while giving foot/knee clearance.</p>		
Keyboard-to-user distance	Keyboard-to-user distance should allow you to relax your shoulders with elbows close to your body and at approximately right angles		
Keyboard slope	Position keyboard flat or only slightly sloped to avoid a cocked wrist position. <i>Refer 6 on diagram above.</i>		
Keyboarding posture	<p>Keep wrists in line with forearm. Avoid supporting your wrists on the hard desk surface while typing.</p> <p><i>Generally wrist rests should not be used to support the wrists whilst keying – they should be used to provide support when resting between keying tasks.</i></p>		
Mouse	Position mouse close to and preferably on the same level as the keyboard, keeping the elbow close to the body. Do not operate the mouse with the arm stretched out.		

Monitor	Instructions	Acceptable Y/N	Comments/Further Action
Monitor height	Adjust monitor height so top of screen is at or slightly lower than eye level. <i>Refer 7 & 8 on diagram above.</i>		
Screen-to-user distance	Viewing distance is approximately an arm's length away. <i>Refer 7 & 8 on diagram above.</i>		
Monitor alignment with user	Monitor and keyboard should be placed directly in front of user. Avoid twisted postures.		
Visual comfort of screen	Monitor should be positioned to avoid glare (ideally, at a right angle to the window/ strong light source) Characters on the screen should be clear, have no flicker and be of suitable size.		

Work Layout	Instructions	Acceptable Y/N	Comments/Further Action
Placement of frequently used items	Keep frequently used items (eg telephone, books, and stationery) close at hand so that you can reach these items without stretching. Your phone should be placed on the non-dominant hand side of your computer e.g. if you are right handed, place the phone on the left hand side of the computer.		
Placement of source documents	Use a document holder if working from other documents extensively – do not place documents on the desk in front of the keyboard or flat on the desk to one side. Ideally the document holder should be positioned between the keyboard and screen to avoid neck twisting/flexion or positioned close to the screen on one side (and alternated if possible).		

Work Practices	Instructions	Acceptable Y/N	Comments/Further Action
Micro breaks	When using your mouse/keyboard repetitively remember to take micro breaks. This may be a short pause to relax hand postures, look away from the computer or stand and stretch your legs.		
Workstation Stretches	Stretch your body to reverse your posture, allowing muscles to relax. See Your Workstation – Exercises for Office Workers (http://www.swinburne.edu.au/corporate/hr/ohs/docs/ergonomic_exercises.pdf)		
Alternate tasks	Break up long periods of continuous computer use by performing tasks with different demands such as photocopying or filing. Avoid 'batching' of work and try to rotate tasks regularly.		

Telephone Use	<p>If you are right handed it is often better to hold the phone in your left hand so you can take notes with your right.</p> <p>Avoid tilting head/neck to cradle the telephone. Use your hand to hold the receiver, wear a headset or use the speaker, if possible.</p> <p><i>A headset is recommended if you are performing combined telephone and keyboard tasks for extended periods.</i></p>		
Spectacle Use	<p>If you require spectacles, single strength lenses are recommended. Bifocals or graduated lenses are usually not suitable for computer use. This can be dependant upon the user. Spectacles for computer use should be discussed with your optometrist.</p>		

Summary of assessment

Please list any items above where you were unable to adjust the item/equipment to suit your needs.

Please forward a copy of this assessment to your Line Manager for sign off.

Manager Name

Extension.....

Manager Title.....

Date.....

Comments.....
.....
.....
.....
.....

If after completing this process further assistance is required please contact the OHS Consultant who can conduct a more detailed Workstation Assessment.

Forward signed copy to Human Resources for filing into personnel file.